Boise State Worker’s Compensation Claim Process
Contact Office of Risk Management & Insurance if assistance is needed

**Incident/Accident occurs.**
If an emergency call 911

**Injured Employee**
Notifies supervisor same shift or within 24 hours.

**Supervisor**
1. Conducts investigation and takes corrective action.
2. Reports Injury via email to breckskinner@boisestate.edu / sybrinabobo@boisestate.edu and the Hurt Line at 426-HURT.
3. Completes SAR *(Worker’s Compensation Supervisor’s Accident Report).*

*SAR online form can be found at [http://rmi.boisestate.edu/forms-listing/] Email SAR to: Breck Skinner and Sybrina Bobo
Fax# 426-4976

**Does the employee need medical treatment?**

**Yes**
St. Luke’s Occupational Health Clinic is Boise State’s Worker’s Compensation Provider.(See attached map)

Employee contacts Risk Management & Insurance after treatment.

Risk Management submits workers’ compensation claim to Idaho State Insurance Fund.

Employee advises supervisor of any work restrictions.

**Work Restrictions/ Missed Work?**

**Yes**
Supervisor places the employee on modified duty based on work restrictions.

If employee has time loss from work they should contact Human Resources, Risk Management and Idaho State Insurance Fund.

**No**
Employee returns to regular job.

**No**
File paperwork. No further action needed, unless employee wants treatment later.

**Contact Info**
Risk Mgmt – 426-HURT(Report injuries)
Kip McBean, Risk Manager – 426-3636
Human Resources – 426-1616
Idaho State Insurance Fund – 332-2100
Occupational Health Services
Prompt, Quality Medical Care for the Injured Worker

Occupational Health Clinics – Treasure Valley
(Appointments appreciated; same day care available for acute injuries.)

**St. Luke's Boise**
703 Americana Blvd., Suite 130
Boise, ID 83702
(208) 706-7500
Monday-Friday, 8 a.m.-5 p.m.

**St. Luke's Meridian**
520 S. Eagle Road, Suite 2213
Meridian, ID 83642
(208) 706-5447
Monday-Friday, 8 a.m.-5 p.m.

**St. Luke's Nampa**
9850 W. St. Luke's Drive, Suite 207
Nampa, ID 83687
(208) 505-2711
Monday-Friday, 8 a.m.-5 p.m.

**Fruitland**
*St. Luke's Clinic – Family Medicine*
1210 NW 16th Street
Fruitland ID 83619
(208) 452-8600
Monday-Friday, 8 a.m.-8 p.m.
Saturday, 9 a.m.-5 p.m.

**Mountain Home**
*St. Luke's Elmore*
895 N. 6th East
Mountain Home, ID 83647
(208) 580-5488
Monday-Friday, 8 a.m.-5 p.m.

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Additional occupational health services available at our clinics include drug and alcohol testing, employment physicals, and immunizations.
stlukesonline.org/occhealth

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After Hours and Emergency Locations

**St. Luke's Eagle – Urgent Care**
3101 E. State Street, Eagle, ID 83616
(208) 473-3100
Monday-Friday, 7 a.m.-10 p.m.
Saturday-Sunday, 9 a.m.-10 p.m.

**Saltzer Quick Care**
9850 W. St. Luke's Drive, Suite 129, Nampa, ID 83687
(208) 288-4930
7 days/week, 8 a.m.-8 p.m.

**St. Luke's Boise – Emergency Department**
190 E. Bannock Street, Boise, ID 83712
(208) 381-2235
Open 24 hours/day

**St. Luke's Meridian – Emergency Department**
520 S. Eagle Road, Meridian, ID 83642
(208) 706-1140
Open 24 hours/day

**St. Luke's Nampa – Emergency Department**
9850 W. St. Luke's Drive, Nampa, ID 83687
(208) 505-2000
Open 24 hours/day

**St. Luke's Elmore – Emergency Department**
895 N. 6th East, Mountain Home ID 83647
(208) 587-8401, ext. 213
Open 24 hours/day